



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

Subject:
Plan Preparation and Field
Location of Utilities

CONSTRUCTION MEMORANDUM NO. 02-57
DESIGN MEMORANDUM NO. 02-27

Effective: **May 31, 2002**

Expires: **Indefinite**

This memorandum supersedes and replaces joint Construction Memorandum 95-57 and Design Memorandum 95-27 dated January 3, 1995.

The purpose of this memorandum is to amplify and clarify the intent of paragraph 3-110.02 and 8-015.01 of the Design Manual concerning the location of utilities on preliminary and construction plans. Also provided are procedures to be followed in field locating utilities on awarded contracts.

- A. Preliminary Plans - The designer will be responsible for determining the type and nature of all utility facilities, including cable TV, (mains and services) located within the limits of the right of way and identifying all owners and their addresses unless the construction plans will not require the location as listed below.

All such utilities must be shown on the preliminary plans with an appropriate symbol (see BDE Manual, Chapter 6). The vertical and horizontal location of utilities to be adjusted by their owners need not be exact. However, if the utility is to remain or be adjusted by the roadway Contractor, vertical and horizontal dimensions, to the exactness provided by the utility owner, must be shown.

If the location of the utility provided by the owner is expressed in terms of a range, [i.e. depth = 2.0 - 2.5 m (7' - 8')] the range should be indicated on the plans.

It is not the intent of this memorandum to require the designer to independently survey the proposed jobsite, probing and locating, but only to obtain all needed information from affected utility owners.

- B. Construction Plans - On any contract that requires work below the existing pavement structure or ground surface (including contracts where posts will be driven into the existing ground), the designer will be responsible for showing all utilities, by appropriate symbol, within the limits of the right of way. Vertical and horizontal dimensions of both existing and proposed utilities should be to the exactness provided by the utility owner regardless of whether they are to remain or are to be adjusted.

Current agreement policies, concerning the obligation of the cost for adjusting utility facilities, whether before or during construction, will continue to be in effect (see appropriate Construction Memoranda and Subject 1-400 of the Design Manual).

In accordance with the Illinois Underground Utility Facilities Damage Protection Act, Contractors who engage in non-emergency excavation are to provide notice to the owners or operators of the underground utility not more than 14 days nor

less than 48 hours (exclusive of Saturdays, Sundays or holidays) in advance of the start of excavation through the State-Wide-One-Call-Notice-System. The utility owners or operators are to mark the approximate location of their facilities within 48 hours of receipt of notice.

When the Department notifies the owner or operator of an underground utility that a preconstruction conference will be held and the start of excavation is discussed at the conference, then proper notice is considered to have been given. If the start of excavation has not been established at the time of the preconstruction conference then the Contractor shall notify the utility owner or operator as to the start of excavation in accordance with the preceding paragraph.

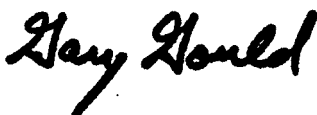
Field locations will not be required by the utility owner when he/she submits a letter certifying that the dimensions and locations of their facilities, as shown on the construction plans, are correct and the Engineer determines that the information provided on the plans is sufficient for the type of work to be undertaken. If the Contractor or the Utility requests, the Engineer will verify that field location has been done. This will not be to verify accuracy but only to verify the work done. The Engineer should identify the utility located, method of marking and general location of the project (i.e. intersection of Oak and Vine; left sta. 107+200± to 107+370±; etc.).

When the utility is not on State right of way by permit (i.e. highway on new location), the utility has a prior right. Any excavation required by the Contractor for locating the facilities should be compensated for in accordance with Article 109.04 of the Standard Specifications for Road and Bridge Construction.

When the utility facility is located on the State right of way by permit, the utility company is responsible for furnishing accurate location data for inclusion in the contract plans or locating and, if necessary, moving their facilities in the field.

In the event a utility owner fails or refuses to locate his/her facility or provide a written statement to the Department, the Engineer will authorize the Contractor in writing to locate the facility with payment to be made in accordance with Article 109.04 of the Standard Specifications for Road and Bridge Construction. In such case, the District should maintain separate force account costs for each utility and initiate billing procedures to collect all such costs from the utility owner.

Article 108.04(b) of the Standard Specifications indicates that no working day will be charged "when strikes, lockouts, extraordinary delays caused by utility and railroad work, extraordinary delays in transportation or inability to procure critical materials suspend work on the controlling item, as long as these delays are not due to any fault of the Contractor." This would mean that whenever the Contractor is being prevented or delayed from working on the controlling item of work, during the time utilities are being located, the Resident should not charge a working day.



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